

TRAVEL		PROJECT TITLE:	
INSTRUCTIONS		APPLICANT AGENCY:	
<div><div>1. Itemize travel expenses by event.</div><div>2. Under the Item, list the types of travel (local, in-state, out-state) location and reason for travel.</div><div>3. Under Basis for Cost Estimate, supply information regarding total distance to be traveled, the rate per mile, total days of travel, and daily subsistence allowance, and number of people traveling.</div><div>4. Justify in the narrative (under Budge Justification) why the travel is necessary for project execution and who will be traveling.</div><div>5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee.</div></div>		<div><div>6. Tuition and registration fees for eligible training must be listed under the Supplies/Operations category.</div><div>7. Enter the costs in the Total Cost column.</div><div>8. The amount of mileage allowance shall not exceed 33¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above. Travel expenses will not be reimbursed until the travel has occurred.</div></div>	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL TRAVEL COST	\$
Local Share	\$		